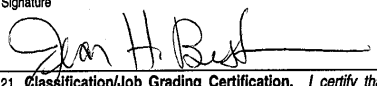
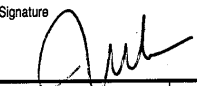


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. NL10866	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical <input checked="" type="checkbox"/> 2- Noncritical <input type="checkbox"/> 4- Sensitive Special	
						13. Competitive Level Code 0503	
						14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management						Grade	
b. Department, Agency or Establishment						Initials	
c. Second Level Review						Date	
d. First Level Review		OFFICE AUTOMATION ASSISTANT		GS		0326 05 BP 26 FEB 98	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				c. Third Subdivision OFFICE OF THE CHIEF OF STAFF (CS)			
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision ADMINISTRATIVE OPERATIONS DIVISION (CSA)			
b. Second Subdivision SIMULATION, TRNG & INSTRUMENTATION COMMAND				e. Fifth Subdivision			
Employee Review This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor JEAN L. BURMESTER, STAFF OPERATIONS OFFICER				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date 2/10/98		Signature		Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM PCS FOR OFFICE AUTOMATION & ASSISTANCE, GS-326; OPM GEG FOR OFFICE AUTOMATION, 11/90; OPM GEG FOR CLERICAL AND ASSISTANCE WORK.			
Typed Name and Title of Official Taking Action JAMES M. SKURKA, Deputy to the Commander				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 		Date 10/10/98					
23. Position Review		INITIALS		DATE		INITIALS	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks ITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777							
25. Description of Major Duties and Responsibilities (See Attached)							

INTRODUCTION

This position is located in the Office of the Chief of Staff, Administrative operations Division, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. The position serves as an assistant to the Staff Operations Officer, responsible for performing clerical and administrative support functions.

MAJOR DUTIES

1. Provides office automation support and performs both procedural and substantive clerical work for the organization. Uses word processing and other types of software (spreadsheets, database, graphics, etc.), to process and produce a wide range of documents, some of which require complex formats, in support of office automation functions. Representative examples include creating, editing, and reformatting reports requiring advanced functions such as those required to generate tables of contents, statistical data with multiple columns, technical directives, correspondence, and lists of exhibits; using database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard or special reports; and using graphics software to provide graphic symbols, charts, and graphs. May transmit, receive, and acknowledge various information such as electronic mail, and messages. Prints hard copies or routes to other terminals as necessary. Responsible for correct grammar, spelling, capitalization, punctuation, and terminology used in the office. 40%

2. Prepares a variety of reports. Collects data from various source documents, files, records, and staff personnel; compiles information including narratives and tabulations, in proper format for presentation; assures correctness, consistency, and completeness. Investigates apparent inconsistencies and discrepancies, checking with originators, reconciling and adjusting irregularities, if possible and referring those not reconciled to supervisor. obtains and assembles records, reports, documents and charts for use in meeting and

conferences. Checks form, format, grammar, arrangement, presence and order. 30%

3. May perform one or more of the typical following duties in support of the office functions related to Protocol, Public Affairs, Publications Library, and Security. Receives telephone calls or visitors to the office. Determines purpose and whether referral to supervisor or other personnel is appropriate. Where referral is not necessary, provide information from readily accessible files or from personal knowledge. Advises appropriate personnel on subjects discussed. Processes incoming correspondence, referring items to supervisor/other personnel as appropriate. Composes routine correspondence pertaining to administrative matters such as travel arrangements, coordinating visits, clearances and security badges, request for supplies, etc. Makes arrangements for conferences and meetings, including scheduling external conference facilities, scheduling photographers, providing necessary materials and equipment, notifying participants and preparing agenda (to include incorporating verbal or written suggested agenda items from participants). Establishes and maintains office files and records; files and posts publications and regulations, prepares visual aid material, including charts, tables and transparencies to display selected area. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records. Picks up and distributes mail and travel orders as necessary. Make necessary travel arrangements, which include preparing travel orders/travel claims and making airline, lodging, and rental car arrangements. 30%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-3 - 350 POINTS

- Knowledge of grammar, spelling, punctuation, capitalization, forms, syllabification, a wide variety of formats, and terminology common to the unit for which the work is done.

- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating

related equipment such as printers and modems. A qualified typist is required.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 POINTS

Works under general supervision. Incumbent is expected to perform duties in response to stated objectives, and various written general guides and procedures. Supervisor provides instructions on new or changed requirements, but otherwise expects incumbent to complete assignments on own initiative. When current practices or deviations in an assignment cause problems, the incumbent uses own initiative to resolve them and coordinates efforts with other employees involved in or affected by the substandard procedures. Work is reviewed and evaluated for technical soundness, usefulness, and conformance with office operating requirements and needs.

FACTOR 3. GUIDELINES - FL 3-2 - 125 POINTS

Guidelines include detailed or established procedures applicable to administrative processes, office automation manuals, directives, previous reports, and other references. The employee uses judgment in locating, selecting, and applying the most appropriate authorized alternative among the various guidelines covering specific cases. Significant deviations are referred to the supervisor.

FACTOR 4. COMPLEXITY - FL 4-2 - 75 POINTS

Performs a variety of office automation and related clerical and administrative duties. Reviews assigned tasks to determine appropriate action to be taken on the nature of the subject matter. Employee arranges the material in various formats, assembles the material in proper order, and uses files and other references to check information such as dates and other data.

FACTOR 5. SCOPE AND EFFECT - FL 5-1 - 25 POINTS

The incumbent contributes to the unit operations by performing recurring office automation and clerical support tasks which facilitate the general workflow of the operating unit and originator of the material with limited impact beyond the immediate organization.

FACTOR 6. PERSONAL CONTACT AND PURPOSE OF CONTACTS

FL 2B - 75 POINTS

Personal Contacts - Contacts are with employees at various levels throughout the agency who are involved in or affected by integrating or changing automated office procedures.

Purpose of Contacts - Contacts are to plan, coordinate, and integrate work processes for work methods for office automation between and among related work offices, and to exchange information about the assignment or methods to be used to complete the assignment. For example, to clarify terminology, determine priorities on projects, discuss additions or revisions, and to discuss equipment capabilities.

FACTOR 8. PHYSICAL DEMAND - FL 8-1 - 5 POINTS

The work is primarily sedentary but may involve some walking, standing or bending. There are no special physical demands required.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

The work is performed in an office setting.